1.0 OBJECTIVES

These guidelines are to be read in conjunction with Cassowary Coast Regional Council Policy No. 3.9 "Policy for Vehicle Access Crossovers".

2.0 PURPOSE

The guidelines have been developed to:

- Improve communications with the public by clarifying the responsibilities of the property owner in relation to the provision and maintenance of Vehicle Access Crossovers (VAC) within the road reserve area from private property to the edge of the trafficable portion of the maintained road network.
- Ensure safe and efficient access to properties with minimum disruption to other road users, including pedestrians.
- Ensure VAC are installed with minimum impact on Council's assets such as road carriageway, utilities, drainage and street furniture.
- Provide an outline of the process required for the installation and maintenance of a VAC to Council's specifications.

3.0 DEFINITIONS - Also Refer to Policy

VAC- A vehicle crossing or crossover is an access point to enable a vehicle to cross from a Council maintained road to an abutting property.

RPEQ- Registered Professional Engineer Queensland

FNQROC- Far North Queensland Regional Organisation of Councils

4.0 CONSTRUCTION AND MAINTENANCE RESPONSIBILITY

Construction

The property owner is responsible for the cost of constructing and maintaining the VAC serving their property.

All vehicular access to a property must be by means of a properly constructed VAC that complies with Council's standards.

Council have responsibility for the construction and maintenance of the maintained road network.

During reconstruction of a road, Council will replace all approved and unapproved fit for purpose VAC as part of the works at no cost to the property owner. The property owner may be required to replace unapproved not fit for purpose or unconstructed VAC at their own cost. Council may contribute to the construction of unapproved not fit for purpose or unconstructed VAC, see Policy, **Where Council is conducting significant works on the road the following apply: Point 2.**

Maintenance of VAC

The responsibility for on going maintenance and repairs of a VAC after it has been constructed and/or approved will rest with, and remain, the responsibility of the property owner. Property owners shall ensure that the flow of stormwater is not negatively impacted by the placement, installation or maintenance of a VAC.

For rural properties with a culvert or pipe under the VAC or any non standard VAC, it is the property owner's responsibility to ensure the culvert, pipe or grate is kept clear and does not cause a flooding nuisance or damage to the road or other property.

Existing VAC

If an existing VAC is to be upgraded it shall be assessed and constructed in accordance with the associated policy and this guideline. The property owner shall be responsible for all costs associated with the upgrade.

A property owner should consider the suitability of their VAC for their individual circumstances. This should include; vehicle type, frequency of use and the confidence of the driver.

Maintenance Audits

From time to time VACs may be audited by Council. Council may request upgrading of **Unapproved VAC**s or maintenance of **Approved VAC**s.

These activities may include, but are not limited to:-

- drainage improvements, where VACs either potentially or actually scour the road and/or drain;
- drainage improvements, where VACs cause silt deposits on adjoining road reserves;
- drainage improvements, where stormwater discharges on to a roadway and is unsafe or detrimental;
- reinstatement or renewal of kerbing, footpath and services as part of a VAC if the damage is deemed to be a safety issue to road users, pedestrians, or detrimental to Council's road infrastructure.

Property owners will be advised in writing of the results of the audit, any remedial actions that may be required and the appropriate time frames imposed. If owners do not comply with remedial action requested by Council, within the imposed time frame, Council will undertake the remedial action with all associated costs to be borne by the property owner.

5.0 CONSIDERATIONS WHEN APPLYING FOR THE INSTALLATION OF A VAC

The property owner benefited by a VAC is responsible for the full cost of the construction and maintenance of the VAC including any stormwater culvert/s and headwall/s installations.

Any utility adjustments required to be undertaken to install the VAC are to be paid for by the property owner.

As a general principle Councils objective is to minimise loss of on street parking and the approved location of a VAC will reflect this requirement.

Urban Driveways where Kerb and Channel Exists

(1) The number and size of a VAC to any lot shall not exceed the following:-

(i) Where the frontage of the Lot is ten (10) metres or less, one VAC only having a maximum width of 4.0 metres.

(ii) Where the frontage of the Lot exceeds ten (10) metres but is less than twenty (20) metres, one VAC each having a maximum width of 8.0 metres or two (2) VAC each having a maximum width of 4.0 metres.

(iii) Where the width of the Lot exceeds twenty (20) metres in the urban areas, one additional VAC having a maximum width of 8.0 metres in respect of each twenty (20) metres of frontage in excess of the first twenty (20) metres.

(iv) Where a Lot has more than one frontage, each frontage may be treated as a separate frontage.

(2) Multiple VAC shall be separated by a clear space of not less than six (6) metres, measured at the face of the kerb.

(3) Wherever practicable, the siting of VAC in relation to other VAC to the Lot, or to neighbouring Lots, shall be such as to preserve the maximum amount of kerbside parking space.

(4) Where the site is a corner Lot, no VAC shall be situated closer than six (6) metres from the corner, or in the case of a channelised intersection, such greater distance as may be determined by the Director Infrastructure Services or a representative. Distances may also be determined as beyond the influence of normal queue lengths for the intersection.

(5) No VAC shall be approved unless there exists a clear space of not less than six (6) metres within the property boundary on which a vehicle may park.

Where the maintained road network finishes short of a property, an extended VAC may be constructed in the road reserve by the property owner in order to provide access to that property (subject to approval by an Authorised Officer). All costs associated with the extension of the VAC shall be borne by the property owner benefited by the VAC.

In steep locations where grades restrict the positioning of the VAC from commencing in the road at the property frontage the following may apply:

- A VAC may start from the formed road at the frontage of an adjoining or neighbouring property, as determined by an Authorised Officer.
- A VAC constructed in the road reserve may be further extended in the road reserve to provide access for other properties not already serviced by a VAC, as determined by an Authorised Officer. In such instances the maintenance and repair of jointly accessed VACs become the responsibility of property owners sharing the VAC.

6. UNAPPROVED VAC

If an **unapproved VAC** has been assessed as adversely affecting use of the road by the public or Council officers, Council may, at its discretion, direct a property owner to remove, repair or modify the VAC. Costs shall be borne by the respective property owner, who will also be responsible for compensation to be paid for any damages that may result from the installation of the VAC.

7. NON-STANDARD VAC

A proposed VAC that is assessed generally as non-standard due to site constraints may require submission of plans of survey, cross section, longitudinal section and other requirements, to enable Council to verify grades, cross falls, access widths, structural details, drainage requirements or other issues in order to properly review the proposal.

Non-standard VAC in streets with a high pavement crown (e.g. steeper than 1 in 30) and/or with high property level at street boundary (e.g. over 200mm higher than the road channel invert for a VAC 3.5 metres long from kerb to fence line) are prone to vehicles scraping as they drive over the VAC. If the street is classified as a local access street, applicants may need to apply for an alternative VAC which bridges over the channel invert, removing the problem with level changes. Where a constructed footpath exists, the Bridged Vehicle Access Crossover shall have a grate to reduce the chance of pedestrian trip hazard. Alternative VACs of this type are not permitted on arterial or collector roads.

Plans and certification from a suitably Registered Professional Engineer Queensland (RPEQ) may be required as part of any application for a VAC of this type. This requirement is to ensure that all drainage, pedestrian, utility and road safety factors are duly considered. An alternative design, location or approach may be recommended to the client as a better and more standard design solution.

8. CULVERT VAC

On un-kerbed roads where a VAC intersects a drainage flow path, a stormwater drainage pipe or box culvert may be required to be installed as part of the VAC. The property owner is responsible for all costs associated with the installation and maintenance of the culvert VAC.

Culverts installed as part of a VAC are required to:

- Be a minimum size of 375mm diameter or larger as determined by a Council Authorised Officer.
- Be a minimum length of 4.8 metres.
- Be of reinforced concrete and sufficient class to withstand vehicular loads.
- Have headwalls of a suitable size and design installed at the inlet and outlet (where applicable).
- Be constructed in accordance with the FNQROC Development manual.

To assess the pipe size and best location for the VAC Council will undertake an inspection on-site and advise the property owner of the assessment outcome. For complex situations Council may request that the owner seeks their own advice from an RPEQ.

For rural lot access where a variation on the FNQROC standard is permitted and concrete is used, there must be a 300mm wide shoulder between the edge of the road seal and the concrete slab. Patch mix shall be used to seal this shoulder to provide ease of maintenance.

APPLICATION PROCEDURES

The application form for the installation of a VAC is available from the Cassowary Coast Regional Council at any Council Customer Service Centre.

On application, forms containing technical specifications and details of Council requirements such as sketches or drawings in relation to the installation of the VAC will be supplied.

The completed application form is to be forwarded to Cassowary Coast Regional Council, PO Box 887, Innisfail, Qld 4860, via email to enquiries@cassowarycoast.qld.gov.au, or submitted in person at a Council Customer Service Centre.

As part of the application process the property owner will be requested to clearly mark the preferred VAC location. The inspector will assess the location where the VAC has been requested and liaise with the property owner on the suitability of the location, the appropriate pipe size (if required) and the design. Upon completion of the construction of the VAC it is the responsibility of the property owner to notify Council of the completion of the works. A final inspection will be undertaken to ensure that the work has been undertaken and finished in accordance with the specified requirements. An approval letter will then be forwarded to the property owner and recorded against the property.

ENQUIRIES

Enquiries can be made by contacting Council on 1300 763 903.